

**Casual/Seasonal JOB OPENING**  
**DELAWARE DEPARTMENT OF JUSTICE**

**Opening Date: May 13, 2022**

**Closing Date: Open Until Filled**

*This is a Casual/Seasonal Deputy Attorney General position (maximum of 37.5 hours work per week) without healthcare benefits. Salary will be commensurate with experience.*

**Casual/Seasonal Legal Administrative Specialist**  
**Criminal Division, Felony Trial Unit, Kent County**

Job Responsibilities and Duties: This Casual/Seasonal Legal Administrative Specialist provides clerical/administrative support to Deputy Attorneys General prosecuting crimes in the Criminal Division, Felony Trial Unit, in Kent County. In addition to general administrative support, duties include answering telephones, typing, setting up files, running criminal record checks, typing informations/indictments, briefs, pleadings, and other legal correspondence, preparing subpoena lists, managing busy calendars. The incumbent must be prepared to multi-task; working for several Deputy Attorneys General at any given time and handling extra duties as assigned by the Deputy Attorneys General. This position will also be part of the rotation schedule as back up coverage to the Kent County main Receptionist in the event of an absence.

Job Requirements:

This position is part of a career ladder series that incorporates Legal Administrative Specialist levels I, II and III. Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of an Associate's degree or higher.
2. Knowledge of legal terminology.

OR

1. One year of experience in coordinating office activities such as planning/coordinating meetings or conferences; tracking workflow and follow up; composing meeting notes; directing clients/customers; explaining services to the public and customers/clients; establishing or maintaining filing/record systems.
2. One year of experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
3. One year of experience in using standard computer software programs for word processing, spreadsheets or databases.
4. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
5. Knowledge of legal terminology.

**Minimum Qualifications:** Must be proficient in Microsoft Word. Must be detail oriented and well organized with the ability to pay attention to detail while working in a fast-paced environment. Must possess excellent spelling, grammar and proofreading skills, excellent written and verbal communication skills. Must be able to interact professionally with members of the public, including victims, defendants, and defense attorneys. Must be able to answer telephones and take accurate messages.

**Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.

**External Applicants:** In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR** External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: [DOJHR@delaware.gov](mailto:DOJHR@delaware.gov) OR Fax to: 302-577-5866. EOE.